



Keith Chapman
Town Manager

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

MAYOR BETH DELBUONO

NEWINGTON TOWN COUNCIL

SPECIAL MEETING MINUTES

Tuesday, May 5, 2020

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IN NEWINGTON, CT

2020 MAY 12 AM 9:26

James E. Krupinski
Town Clerk

This meeting was presented as a Zoom Webinar/Meeting.

Mayor DelBuono called the meeting to order at 7:00 p.m. via Zoom.

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

Councilor Anest
Councilor Braverman
Councilor Budrejko
Councilor Camillo
Councilor Donahue
Councilor Manke
Councilor Miner
Councilor Nagel
Mayor DelBuono

Staff Attendees:

Keith Chapman, Town Manager
James E. Krupinski, Town Clerk
Susan Gibbon, Council Clerk

III. APPROVAL OF AGENDA

- No changes allowed due to special meeting

IV. PUBLIC PARTICIPATION – ON AGENDA ONLY (**Via Zoom or Telephone: 888-788-0099 or 877-853-5247**) (4 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

- None

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION

- None

VI. CONSIDERATION OF OLD BUSINESS (Action May Be Taken)

A. CT State Library Historic Documents Preservation Grant FY2021

Motion by Councilor Manke

RESOLVED:

That Keith Chapman, Town Manager, or his designee, is authorized to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for the Historic Documents Preservation Grant for Fiscal Year 2021.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

Seconded by Councilor Anest. Motion passed 9-0. (*roll call vote*)

- Councilor Budrejko commented on the use of the funds by the Town Clerk.
- B. Waiver of RFP Bid Requirement for Audio-Visual Package
 - Town Manager Chapman stated that he has not yet received an estimate from VisionPoint regarding this, asked to

Motion by Councilor Manke to table this to the May 12, 2020 meeting. Seconded by Councilor Camillo. Motion passed 9-0.

VII. **CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)**

A. Report by Town Manager Evaluation Subcommittee Chairman

- Councilor Nagel stated that the Town Manager Evaluation Committee consists of myself, Councilor Anest, Councilor Donahue and Mayor DelBuono, as a non-voting member. At the meeting it was determined we would use a similar evaluation form that has been used in years past. It has been sent to all council members, please complete and return to a member of the committee. Due to technical considerations, needed to figure out how to relay information and get back to us, each council member has the information. Have received 3 evaluation back so far. The Town Manager has also been provided a form to use for a self-evaluation. It is up to the Evaluation Committee to present the results to the council keeping answers private. All communication regarding this have been done on town websites to maintain objectivity. The Town Manager also provided to us a 3rd Quarter Report, which was objective. It was given to the Mayor prior to our meeting and it was given to everyone. This was done earlier than usual because of the unique circumstance of COVID-19 and also because we have an acting town manager and need to consider the quality of his work and what will happen in the future. That may be for this committee or another committee if it is deemed so to do it at a later time. Forms will be tabulated and reviewed in Executive Session prior to going back to the Town Manager. Time period is from January 20th until April 20th.

VIII. **MINUTES OF PREVIOUS MEETINGS**

- A. March 3, 2020 Public Hearing Minutes
- B. March 10, 2020 Regular Meeting Minutes
- C. March 17, 2020 Public Hearing Minutes
- D. March 24, 2020 Regular Meeting Minutes
- E. April 14, 2020 Special Meeting Minutes

- Councilor Manke moved to approved the minutes as corrected. Seconded by Councilor Camillo. Motion passed 9-0.
- Councilor Nagel stated that on the March 24, 2020 minutes, on page 3, 5th bullet point from the bottom the sentence needs to be completed to add the words “know the rules”.

IX. **PUBLIC PARTICIPATION – ON AGENDA ONLY (Via Zoom or Telephone: 888-788-0099 or 877-853-5247) (3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)**

- Rose Lyons, 46 Elton Drive stated that she is new to this Zoom platform, found it hard to identity the participation ID for public participation. Is this information anywhere on the website. Had questions regarding the town manager’s evaluation committee. Curious of what the charge of the committee was, was it formed to make a recommendation to hire on a permanent basis and if there is not going to be any search. Not clear of direction we are going.

X. REMARKS BY COUNCILORS

- Councilor Nagel stated that the evaluation of the town manager is done yearly. The evaluation is from January 20th to April 20th. It is merely a form and a process to evaluate the performance of the acting town manager at this time. We are only put together to collect, collate and present information to the council to determine the town manager's performance. The process will be done separately by the full council and whether they choose to have the evaluation committee take on any further process is up to council at large.
- Mayor DelBuono stated that it is a standing committee and it was not formed solely for this purpose.
- Councilor Camillo stated that many businesses in town are closed and landlords may not be able to pay taxes to the town. Hope that is something that is being considered. The other thing is, I sent an email to the town manager and the superintendent at the BOE asking for reports from the general government and the BOE asking for all expenditures over the bid limit of \$30,000, not covered by grants, from May 2019 or March 2020. Hope will hear back from them in the next week and it can be added to our next meeting agenda.
- Mayor DelBuono stated the while the governor is talking about reopening, several businesses in town want to reopen and we are hearing mostly from restaurants looking to do outdoor dining. We are invested in helping our small businesses, and all of our businesses, getting back in the groove of things. We are working with our town manager and our town planner to try and make that process easier if they want to do outdoor dining or some other proposition they would like to explore but still trying to maintain safety standards the government put forward while trying to reopen their business. The town planner, Craig Minor, can be reached at 860-665-8578. He can answer questions or help you with questions you may have regarding reopening. Additionally, hope that everyone is doing well and staying safe. The town is running and doing what we can to be available to you. If you have a question you can contact me or the town manager and our numbers are listed on our website.
- Town Clerk Krupienski answered Ms. Lyons' question regarding the link on the town's website to join virtual meetings. The Zoom link, as well as the web ID and password to attend the meetings are on there as well. At the top of the page is the YouTube meeting channel for those who don't want to attend but just watch the meeting.

XI. ADJOURNMENT

Motion by Councilor Braverman to adjourn the meeting at 7:25 p.m. Seconded by Councilor Manke. Motion passed with 9-0.

Respectfully submitted,



Susan Gibbon
Clerk of the Council